

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

---

No. 2662, CUTTACK, MONDAY, NOVEMBER 20, 2023/KARTIKA 29, 1945

---

## DEPARTMENT OF HIGHER EDUCATION

### NOTIFICATION

The 17th November, 2023

No.50238—HE-GCENT-OFC-0014/2021/HE.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of the Odisha Government Colleges Ministerial Service (Method of Recruitment and Conditions of Service) Rules, 1999, Orders, Instructions; except as respect things done or omitted to be done before such supersession, the Governor of Odisha hereby makes the following rules to regulate the method of recruitment to the posts of Junior Assistants, Senior Assistants and Section Officers in the Government Colleges, namely :—

**1. Short title and Commencement.-** (1) These rules may be called the Odisha Government Colleges Ministerial Services (Method of Recruitment and Condition of Service) Rules, 2023.

(2) They shall come into force on the date of their publication in the *Odisha Gazette*.

**2. Definitions. -** (1) In these rules, unless the context otherwise requires,—

- (a) "Appointing Authority" means the Director of Higher Education Department;
- (b) "Board" means the Selection Board for the State constituted under sub-section (2) of Section 10 of the Odisha Education Act, 1969 (Odisha Education Act 15 of 1969);
- (c) "College" means Government Degree Colleges under Department of Higher Education, Odisha;
- (d) "Common Cadre" means the common cadre of Ministerial Employees of all Government Colleges;
- (e) "Department" means the Department of Higher Education, Govt. of Odisha;

- (f) "Departmental Examination" means the Preliminary and Final Accounts Examination conducted by Madhusudan Das Regional Academy of Financial Management (MDRAFM), Bhubaneswar or any other organization decided by the Government from time to time;
- (g) "Departmental Promotional Committee" means the Committee constituted under rule 9;
- (h) "Government" means the Government of Odisha ;
- (i) "Ministerial Employees" shall have the same meaning as assigned to it under rule 29 of the Odisha Service Code;
- (j) "Scheduled Castes" and "Scheduled Tribes" shall have reference to the Scheduled Castes and Scheduled Tribes specified in the Constitution (Scheduled Castes) Order, 1950 and the Constitution (Scheduled Tribe) Order, 1950, as the case may be, made under Article 341 and 342 of the Constitution of India. respectively;
- (k) "SEBC" means the Socially and Educationally Backward Classes as defined in clause (a) of section 2 of the Odisha State Commission Backward Classes Act, 1993 (Odisha Act 16 of 1993);
- (l) "Secretary" means the Secretary of the Higher Education Department including Commissioner-*cum*-Secretary, Principal Secretary and Additional Chief Secretary;
- (m) "Persons with disabilities" means persons who have been granted with disability certificates by competent authority as per the provisions of the Rights of Persons with Disabilities Act, 2016;
- (n) "Sportspersons" means persons who have been issued with identity card as Sportspersons by the Secretary or Director of Sports as per Resolution No-24808/Gen., dated the 18th November 1985 of the General Administrative Department as amended from time to time; and
- (o) "Year" means the calendar year.

(2) All other words and expressions used in these rules but not specifically defined shall, unless the context otherwise requires, have the same meaning as respectively assigned to them in the Odisha Service Code.

**3. Constitution of Service.** - The service shall consist of the following grades, namely :-

- (a) Junior Assistant;
- (b) Senior Assistant; and
- (c) Section Officer.

## **PART-II**

### **METHODS OF RECRUITMENT**

**4. Methods of Recruitment.** - Subject to other provisions made in these rules, recruitment to the posts in the service shall be filled up by the following methods; namely:—

- 1 . Recruitment to the posts of Junior Assistants shall be made by way of Direct recruitment through competitive examination;
2. Appointment to the post of Senior Assistant shall be made by way of promotion from among the post of Junior Assistant; and
3. Appointment to the post of Section Officer shall be made by way of promotion from among the post of Senior Assistant.

**5. Reservations.** - Notwithstanding anything contained in these rules, reservation of vacancies or posts, as the case may be, for candidates belonging to, -

- (a) Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made thereunder; and
- (b) SEBC, Women, Sportspersons, Ex-servicemen and Persons with Disabilities shall be made in accordance with the provisions made under such Act, rules, orders or instructions issued in this behalf by the Government from time to time.

## **PART-III**

### **DIRECT RECRUITMENT**

**6. Recruitment Procedure:** - (1) The posts of Junior Assistants in the service shall be filled up by way of competitive examination by the Board.

2. The date on which and the places at which the examination are to be held, shall be as decided by the Board.
3. The standard, syllabus and subjects of examination shall be decided by the Board from time to time.
4. In the month of January each year, the Principals of the Colleges shall intimate the existing vacancies and anticipated vacancies likely to occur during the year to be filled up by way of direct recruitment to the Department. The Department shall consolidate the vacancies and submit the requisition to the Board.

5. On receipt of the requisite information, the Board shall issue advertisement for recruitment for the post of Junior Assistant inviting applications in at least two daily leading newspapers as well as in their website for wide circulation.
6. The application forms, the manner of submission of application, the documents required to be accompanied with the application form, fee required and scrutiny of applications shall be such as may be decided by the Board.
7. The Board shall prepare the select list from amongst the qualified candidates and shall submit the said list to the Director against the number of vacancies notified, which can be less than the vacancy notified. The Select list shall be the base for the preparation of the gradation list..
8. On receipt of the select list of eligible candidates from the Board, appointment and allocation of colleges of the Junior Assistants shall be made by the Director with the approval of the Govt.
9. The candidate on receipt of appointment order shall report to the Principal of the concerned College as per allocation made by the Director.

**7. Eligibility criteria for Direct Recruitment.** - A candidate, in order to be eligible for direct recruitment, must, —

- (a) be a citizen of India;
- (b) have attained the age of 21 years and must not be above the age of 32 years as on the 1st day of January of the year of advertisement in which recruitment is made:

Provided that the upper age limit in respect of reserved categories of candidates referred to in rule 5 shall be relaxed in accordance with the provisions of the Act, rules, orders or instructions, for the time being in force, for their respective categories;

- (c) have Minimum Educational Qualification: The candidate must have passed +3 in Arts or Science or Commerce or such other qualification as are equivalent to +3 examinations with basic skill and knowledge in computer and Information Technology applications.
- (d) be able to read, write and speak Odia; and have: -
  - (i) passed Middle School examination with Odia as a language subject; or

- (ii) passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject; or
- (iii) passed in Odia as language subject in the final examination of Class VII from a school or educational institution recognized by the Government of Odisha or the Central Government; or
- (iv) Passed a test in Odia in Middle English School Standard conducted by the School and Mass Education Department; and
- (e) not have more than one spouse living:

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person or there are other grounds for doing so, exempt any candidate from the operation of this rule.

#### **PART-IV**

#### **PROMOTION TO THE GRADE OF SENIOR ASSISTANT AND SECTION OFFICER**

**8. Eligibility Criteria for Promotion:** - (1) No Junior Assistant shall be considered for promotion to the post of Senior Assistant unless he has rendered at least four years of continuous regular service as such on the first day of January of the year in which the Committee meets and has passed the Preliminary Accounts Examination as laid down in rule 12.

2. Senior Assistant shall be considered for promotion to the post of Section Officer, unless he has rendered at least four years of continuous service as such on the first day of January of the year in which the Committee meets and has passed the Final Accounts Examination as laid down in rule 12.

**9. Constitution of Committee:-** (1) There shall be constituted a Departmental Promotion Committee to consider for promotions to the post of Senior Assistants and Section Officers, consisting of the following members, namely:—

- |   |   |                       |
|---|---|-----------------------|
| a | Director, Department of Higher Education  | : Chairman            |
| b | Branch Officer in charge of Government<br>College Non-teaching Establishment,<br>Department of Higher Education | : Member<br>:Convener |
| c | Two officers of the Department, not below   | : Member              |

the rank of Joint Secretary to be nominated  
by the Secretary

- d Representative of SC & ST Development, : Member  
Minorities & Backward Classes Welfare  
Department

2. The Departmental Promotion Committee shall consider the suitability of eligible employee for promotion to the higher grade and accordingly prepare a list of such employees. The list shall be submitted to the Government for approval.

3. Presence of the Chairperson and two members, one of whom shall be the representative of the SC & ST Development, Minorities & Backward Classes Welfare Department, shall constitute quorum for the meeting of the Committee.

**10. Procedure for Selection by the Committee:** - (1) The Committee shall meet at least once a year preferably in the month of January to prepare a list of Junior Assistants and Senior Assistants suitable for promotion to the next higher grade taking into account the existing vacancies and the anticipated vacancies of the year.

(2) The Committee while considering the promotion cases of suitable officers and preparing the list, shall follow the provisions of —

- (a) The Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made there under;
- (b) The Odisha Civil Services (Zone of Consideration for Promotion) Rules, 1988;
- (c) The Odisha Civil Services (Criteria for Promotion) Rules, 1992;
- (d) The Odisha Civil Services (Criteria for Selection for Appointment including Promotion) Rules. 2003: and
- (e) The Odisha Rights of Persons with Disabilities Rules, 2018.

**11. Select List:** - (1) The merit list prepared by the Board in case of direct recruitment to the post of Junior Assistant and by the Departmental Promotion Committee in case of promotion to the posts of Senior Assistants and Section Officers shall form the select list after approval of the Appointing Authority.

1. The lists referred to under sub-rule (1) shall ordinarily be in force for a period of one year from the date of its publication or approval of the Appointing Authority or until another select list is prepared afresh, whichever is earlier.

**PART-V**  
**OTHER CONDITIONS OF SERVICE**

**12. Departmental Examination:** - (1) The Junior Assistant of the Colleges shall be required to pass the Preliminary Accounts Examination for promotion to the post of Senior Assistant.

(2) The Senior Assistant of the Colleges shall be required to pass the Final Accounts Examination for promotion to the post of Section Officer.

(3) No one shall be exempted from passing the Departmental examinations.

**13. Gradation list:** - (1) A gradation list of Ministerial employees in a particular grade shall be prepared by the Department and be revised by 15th January of every year."

(2) In the gradation list, the seniority of the persons appointed to the ministerial service of the cadre (through direct recruitment or through promotion) in a particular year shall be determined with reference to his position in the respective select list.

**14. Probation and Confirmation:** - (1) Every person appointed to any grade or post in the service by direct recruitment shall be on probation for a period of two years and when appointed on promotion shall be on probation for a period of one year from the date of joining the post:

Provided that, the appointing authority may, if think fit in any case or class of cases for good and sufficient reasons to be recorded in writing, extend the period of probation for another year but not exceeding two years:

Provided further that, such period of probation shall not include the following, namely:—

- (a) Extraordinary leave;
- (b) period of unauthorized absence; or
- (c) any other period held to be not being on actual duty.

2. The appointment of a probationer may for good and sufficient reasons to be recorded in writing, be terminated by Government at any time without previous notice during the period of probation including extension of such period, if any, and after such termination, the employee shall deem to be reverted to his former cadre or post, if she/he is a promotee.

3. A probationer after completing the period of probation to the satisfaction of Government shall be eligible for confirmation subject to the availability of substantive vacancy in the service.

**15. Other conditions of Service:** - The conditions of service in regard to matters not covered by these rules shall be the same as are or as may from time to time be prescribed by the State Government.

## **PART-VI**

### **MISCELLANEOUS**

**16. Relaxation:** - When it is considered by the Government that it is necessary or expedient to do so in the public interest, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class or category of employees.

**17. Power to issue instructions:** - The Government may also issue instructions from time to time, not inconsistent with the provisions of these rules, as they may consider necessary to regulate the matters not specifically covered by the provisions of these rules.

**18. Interpretation:** - If any question arises relating to the interpretation of these rules, it shall be referred to the Government in the Department of Higher Education for decision.

By Order of the Governor  
ARAVIND AGRAWAL  
Commissioner-*cum*-Secretary to Government